

CITY OF AMESBURY

PAYROLL COORDINATOR

The City of Amesbury (estimated population 17,500), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a qualified candidate to serve as **Payroll Coordinator**.

Under the general direction of the Chief Financial Officer, the Payroll Coordinator will receive, review, compile and process the City's bi-weekly payroll for approximately 175 City employees. The Payroll Coordinator also maintains the City's payroll software including paid time off balances and accruals, benefits withholdings, wage tables, and all other related employee demographics data.

This position also monitors and recommends efficiency and workflow enhancements related to payroll; facilitates the City's ACA, W2 and other payroll and wage related reporting; coordinates and responds to City's unemployment claims through a third party representative; processes verifications of employment and other related employment inquiries; performs monthly reconciliations of all payroll withholdings and processes associated payroll vendor/insurance invoices; manages and tracks self-pay health insurance; and serves as back-up to the Finance & HR Assistant.

The salary range for this non-union, 35 hours per week position is \$45,000-\$55,000 based on qualifications and experience. Please submit a letter of interest and resume for consideration to Alyssa Premo, Human Resources, City of Amesbury, 62 Friend Street, Amesbury, MA 01913 or e-mail to premoa@amesburyma.gov. This position remains open until filled; priority is given to applicants who respond by **Friday, January 29, 2021**.